

SECRET

14 April 1954

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Dear [redacted]

We have made arrangements so that shipments of [redacted] can be transmitted with small delay directly to Records Center, which is to hold these things until Mr. Hawley and I want to distribute them. Therefore, classified [redacted] should be boxed in cartons, total weight to be not more than 20 lbs. each (the weight limit for registered mail between [redacted] and Washington, D. C.), and sent by registered mail to:

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Mr. E. M. Ashcraft (RC)

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Mail thus marked will be picked up by courier and transmitted directly to Records Center. The key to the whole system is the RC in parentheses. Anything marked with (RC), registered or unregistered, will go to Records Center. Therefore, [redacted] may be sent unregistered to the same address.

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This procedure was arranged by [redacted] LD/OCD and agreed upon by I & S as well as the courier service and Records Center.

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All requests by Washington offices for [redacted] are to be made through the [redacted] Liaison Officer so that our distribution records may be maintained in good order.

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CC:ACH

✓ E. Hawley

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